

Desk Instruction 2.2 “Preparing for Quarterly TPA Milestone Reviews”

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Revision 0

Approved by: _____

Date: _____

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1.0 Introduction

This Desktop Instruction (DI) provides the process and required actions to prepare for the quarterly meetings between the U.S. Environmental Protection Agency (EPA), the Washington State Department of Ecology (Ecology) and the Office of River Protection (ORP).

2.0 Expectations

The Tri-Party Agreement is a legally binding agreement covering the Hanford Site environmental compliance and cleanup activities. The overall purpose of the quarterly meeting is to status performance progress on TPA milestones, discuss potential milestone changes and document actions required to assure environmental compliance. Section 4 of the Action Plan for the Implementation of the Tri-Party Agreement delineates the parameters of these meetings to include discussion of technical issues, scheduling and project costs.

3.0 Application

This DI applies to all ORP staff having management/coordination responsibility for Tri-Party Agreement commitments. This procedure applies when developing and complying with the required Quarterly Milestone Reviews under the terms of the Tri-Party Agreement or its associated Action Plan.

4.0 Procedure and Process

Upon the discovery of issues affecting the completion of any Tri-Party Agreement milestone or target date, conduct change control activities following the below process.

A graphical process flow of the required steps to prepare for the Quarterly Milestone Reviews is provided in Exhibit I, page 3.

Step #	Description	Performer	Support
Step 1	Request a prepared Quarterly Milestone Review from the appropriate contractor.	Mission Element (Line Organization)	Contracting Officer (CO) or Contracting Officer Representative (COR)
Step 2	Receive and review Quarterly Milestone Review provided by contractor for accuracy and adequacy.	Mission Element	TPA Subject Matter Expert (SME)



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Step 3	If the Quarterly Milestone Review is not acceptable, reject the product and go back to step 2. If Quarterly Milestone Review is acceptable, go to step 4.	Mission Element	TPA SME
Step 4	Provide the Quarterly Milestone Review to the lead regulatory agency for review at least one week prior to the scheduled Quarterly Milestone Review.	TPA SME	Mission Element
Step 5	Receive any comments or corrections. Distribute to Mission Elements for review.	TPA SME	Mission Element
Step 6	If necessary, direct the appropriate contractor to address acceptable lead regulatory agency comments in the modification of the Quarterly Milestone Review.	Mission Element	CO or COR
Step 7	Receive and review final Quarterly Milestone Review from contractor.	Mission Element	N/A
Step 8	Provide Quarterly Milestone Review to the following groups during the scheduled Quarterly Milestone Review: <ul style="list-style-type: none">• Regulatory agency management• State of Oregon• Tribal representatives	Mission Element	TPA SME

5.0 Additional Guidelines

Refer to the [Hanford Federal Facility Agreement and Consent Order](#), as amended, and monthly milestone review guidance as provided.

Exhibit I – Flow Diagram
Quarterly TPA Milestone Reviews

